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MINUTES OF THE SAN FRANCISCO CHARTER COMMISSION MEETING OF FEBRUARY 22, 1979

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I. Call to Order: By the Chair
7:00 p.m., Room 1200
State Building, 350 McAllister

Roll Call: All present, except arriving late were
Haas at 7:15,
Frausto at 7:20, and
Walker at 8:45.

Minutes of Commission meeting of February 13, 1979 were 5/5 imous).

d: Election of Officers

Committee Reports: Education Weekend
Public Hearings
Program/Planning
Budget/Finance

Old Business: AB 380 - Commission vacancies

Other

New Business
Announcements
Correspondence

esolutions Passed and Elections:

(by acclamation):
Vice Chair - Jack Morrison
Secretary - Rodney Johnson
Treasurer - Agnes Chan

B. Public Hearings Committee

(As amended) That the report, proposal, and agenda of the Committee for the public hearing on March 13th is accepted subject to modification in accordance with the comments and discussions of the Commission (unanimous).

That Commissioner Fitch's proposal for a follow-up meeting after March 13th is tabled (7 for, 5 against).

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Roll Call: All present, except arriving late were
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Minutes of Commission meeting of February 13, 1979 were adopted (unanimous).

Agenda Adopted: Election of Officers

Committee Reports: Education Weekend
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II. Motions and Resolutions Passed and Elections:

A. Elections (by acclamation):
Vice Chair - Jack Morrison
Secretary - Rodney Johnson
Treasurer - Agnes Chan

B. Public Hearings Committee

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C. Old Business

(AB 380) That the Commission takes no position on AB 380 at this time (12 for, 1 abstention).

III. Election of Officers

For the offices of vice-chair and secretary, there was only one nomination. For the office of treasurer, Commissioner Mardikian was also nominated but declined. The one Commissioner then nominated for each office was elected by acclamation.

IV. Education Weekend Report

Everyone was satisfied with the weekend. Suggested follow through: (a) a packet of information to send to the public and the media, and (b) a letter of thanks to the panel of participants in the weekend.

Dennis Houlihan from John Sanger & Associates thanked the Commission for the opportunity to plan and execute the weekend. He reported that copies of the notebook prepared for the Commission would be available to other persons at a cost between $16 - $20.

The question of incorporation referenced in the weekend materials was referred to the Rules Committee.

V. Public Hearings Committee Report

For the meeting on March 13th, there was a concern that the Committee progress reports be separated more from the public testimony part and that the public testimony be moved to the beginning of the agenda when the most people would be present to participate.

Concerning Commissioner Fitch's proposal for a follow-up meeting on March 31st, it was supported by the Committee, and it was agreed that it could happen after March 31st. There was concern that too much time commitment by the Commission would be needed for training for the small group format than would be the benefit derived, that the Commission had already decided to not hold a follow-up meeting until interest at the March 31st meeting was measured, and that this would be an opportunity to interact with the public on soft, non-controversial issues.

VI. Planning/Program Committee Report

The Committee is still in the midst of its proposal. It has decided that the next stage should be to identify the problems with the charter and city government and find out what values people wish in their government --

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Problem Identification and Value Recognition Stage. Hopefully, the plan will be ready for discussion and adoption at the March 29th meeting.

Commissioner Fitch is now a member of the Planning/ Program Committee.

VII. Personnel Committee Report

The executive directive job description is being circulated and publicized, e.g., Sun Reporter ran an ad. Commission members contributed personally for the cost of mailing and the cost of placing an ad in the weekend Chronicle-Examiner.

VIII. Budget/Finance Committee Report

The letter, budget and justification will be delivered to the Mayor on February 24th.

IX. Old Business

(AB 380) An additional motion that the Commission not take a position pro or con but that it express its feeling that it be brought up to a full 15 members because of its work load failed (4 for, 9 against).

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MINUTES AND RECORD OF THE SAN FRANCISCO CHARTER COMMISSION MEETING/PUBLIC HEARING OF MARCH 13, 1979 RE: PROGRESS REPORT FROM THE COMMISSION, PUBLIC TESTIMONY ON PUBLIC INVOLVEMENT

I. Welcome/Call to Order	By the Chair 7:00 p.m. Auditorium State Building, 350 McAllister
Roll Call (omitted)	All present, except absent Sam Walker Approximately 83 Members of the Public Present
Procedure for the Public Hearing	David Straus, Center for Collaborative Problem Solving Facilitator - David Straus Recorder of Group Memory - Derrick Wong
Agenda	Welcome/Call to Order Review Agenda and Meeting Procedure, Introduction by Supervisor Molinari Planning/Program Committee Report and Questions Public Comment and Testimony on Public Hearings and Public Involvement Personnel Committee Report and Questions Rules Committee and Budget Committee Reports and Questions.

II. Report from the Planning/ Program Committee — Pat Schultz

III. Public Comment and Testimony On Public Hearings and Public Involvement

Oral

1. Retired Employees of the City of San Francisco (John Harrington (?)). Wishes to establish and maintain communication between the Commission and the Retired Employees.

Public involvement: (a) holding meetings in a central place; (b) send newsletter to key organizations (not everyone).

2. San Franciscans For Governmental Change (Randy Stallings). SFGC has prepared a pamphlet on the Commission and the revision effort. It intends to publicize the revision process as much as possible and encourage as many groups as possible to participate in the revision process.

Public involvement: (a) meetings be open to the public and that a schedule of meetings be widely published; (b) public testimony by each department head be required; (c) testimony be solicited from City workers and City service recipients, providing anonymity where necessary to prevent retaliatory actions; (d) monthly reports of activities be issued including lists of persons interviewed; (e) copies of working papers and research documents be available to the public in each Supervisorial district; (f) a major staff function should be liaison with the communities and neighborhoods of the City to insure full access and informed participation; (g) independent staff for Commission including independent legal counsel; (h) an outreach program urging organizations to form revision committees; (i) a set of public hearings in each supervisory district at each of the four stages of the revision process at which the public can speak on any issue.

3. American Civil Liberties Union, San Francisco Chapter (Ernest Fleischman). The ACLU has established a committee to work on Charter revision with a particular emphasis on civil liberties.

Introduction Supervisor John Molinari

(A few notes) The present charter is like the weather. Everyone has been complaining about it for a number of years but no one has been willing to do anything about it.

The revision process will be healthy and the City will be better off just for going through the process, even if nothing is changed. Opening up the Chater to the light and to citizen imput will be good for the City.

(Warning: Don't let the money/budget question ruin the revision effort. Some people will be trying to attack you through the money/budget procedure.)

Public involvement: (a) there should be an easier, less expensive manner of obtaining copies of the present Charter; (b) the Commission should establish a library with copies of charters from other cities and counties.

4. Lyman Hinckley.

Public involvement: (a) prefers hearings in central location rather than neighborhoods; (b) likes facilitator/recorder format, occasionally should try the small group discussion format led by Commissioners (c) everyone should be sought to testify, not just one person or organization; (d) there should be ten hearings at intervals of two months concerning legislative branch, executive branch, judiciary/law enforcement, communications/education (e.g. schools, libraries, mental health) natural resources (e.g. parks, port, land use), human resources (e.g. labor relations), budget, commitments with state and federal (e.g. elections, regional coordination), overall hearing, summary hearing; (3) send out a newsletter once a quarter.

5. (Name inadvertently omitted).

Public involvement: The revised Charter should serve as an example of public participation.

6. Marguerite Warren.

Public involvement: (a) not like facilitator/recorder format, feels it interferes with direct communication between the public and Commission; (b) prefers meetings in central location; (c) place revision proposals on the ballot individually rather than collectively; (d) allow public comment on the Commission's budget.

7. Leland Guth.

Public involvement: At public hearings have a list of speakers for sign up on specific subjects.

8. League of Women Voters (Mary Ann Aronson).

Public invomvement: (a) observe the Brown Act for Commission meetings; (b) make agenda available prior to meetings; (c) start meetings on time; (d) have each speaker at a meeting identify himself or herself; (e) all comments and testimony should be public and on the record.

9. American Planning Association (Walter Rask). The Association has established a committee on planning for the City which will study Charter revision also. Has written Commission previously.

10. SPEAK (Jim Walsh).

Public Involvement: (a) community involvement should be maximized; (b) newsletter a good idea; (c) public member task forces can be a diaster, people don't have the time and special interest can take over; (d) use volunteers to get the public involved; (3) hearings should be continued centrally and prior to elections moved to districts with perhaps a slide show; (f) thinks the facilitator/recorder format should be given a chance; (g) suggested method for obtaining testimony, must first go to department head/commission then go to the people effected by the service; (h) distribute agenda prior to the meeting.

11. S.F. Police Community Relations, Ingleside District (Julius Zamacona). Expressed concern that elected officials were not responsive to voters and the frustration of citizens.

Public involvement: (a) communicate with Police Community Relations organization in each supervisory/police district to arrange meetings and cooperation; (b) important to have a central place to communicate with Commission.

12. Pro Bono (Sam Aronson). It wishes to be active and involved in studying and helping with the revision effort in every way.

(Personal Views) Public involvement: (a) involve everyone as much as possible; (b) groups should be expected to seek out the Commission.

13. Mexican-American Political Action Association (Leonel Monterey).

Public involvement: (a) hold neighborhood meetings; (b) contact and work with established organizations and ethnic communities; (c) have speaker's bureau from the Commission; (d) urge moratorium on Charter amendments

until the Commission's revision process is finished.

14. Action For Accountable Government (Eric Craven). The organization wishes to be involved in the revision and will help in any way possible. The Commission should be adequately funded.

Public involvement: (a) meetings should be in the neighborhoods; (b) format of meetings should include small group discussions to involve people as much as possible.

15. Les Lewis.

Public involvement: (a) need paid staff to co-ordinate volunteers; (b) maintain contact, liaison with interested citizens and organizations; (c) form a speakers bureau from the Commission; (d) hold meetings in the Civic Center area.

16. Henry Hamasaki.

Public involvement: Use the newspapers by getting them to run your agendas and parts of the revision proposals.

Written

1. Favors newsletter, might distribute through neighborhood stores besides mailing.

2. Approach KQED to do a monthly summary with Commissioners participating and perhaps a call in from the public.

3. Public Hearings: have time limit on speakers; no repetition; restrict comments to Charter revision; Commissioners should stand when speaking so they can be heard.

4. Public Hearings: should be held centrally with some on Saturday and Sunday in the daytime (Ann Daley).

5. Public Hearings: (a) meetings should be scattered geographically throughout the City in locations near public transit; (b) the room and setting are important, should allow people to see and hear each other, not long and cramped like this one; (c) use a microphone when meeting exceeds 50

people; (d) facilitator/recorder format is good; (e) distribute agenda prior to meetings; (f) focus meetings on a particular topic (problem to be solved) and provide lots of information on the topic to the public and groups expressing interest well in advance of meeting through newsletter, informational workshops, regular column in neighborhood papers; (g) experiment with various formats for public meetings suggested by Straus/Doyle; (h) devise methods for allowing imput by persons who cannot attend meetings; (i) restrict cigarette smoking to designated areas (Ruth Gravanis).

6. Public Hearings: (a) held in Civic Center area; (b) use central microphone for speakers; (c) everyone should be able to testify; (d) hold one hearing each month; (e) hearings need not be related to specific stage of revision process; (f) use volunteer task forces; (g) use quarterly newsletter; (h) use volunteers for every aspect of the revision, especially research.

IV. Report From the Personnel Committee — Jack Morrison

V. Report From the Rules Committee — Frank Fitch

VI. Report From the Budget Committee — Wilson Chang

MINUTES OF THE SAN FRANCISCO CHARTER COMMISSION

Meeting of April 26, 1979

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I. Call to Order: By the Chair, Wilson Chang
6:00 p.m., State Building, 350 McAllister
Room 1200

Roll call: All present except Eulalio Frausto

Minutes adopted: of Commission meeting, April 10, 1979
(unanimous)

Agenda adopted:
(1) Report from Personnel Committee, interviewing and hiring of Executive Director
(2) Treasurer's report
(3) Committee reports
  (a) budget/finance
  (b) program/planning
  (c) personnel
(4) Old business
(5) New business

II. Interviewing and hiring an Executive Director (in executive session): Mr. Glen Sparrow was hired at an annual salary of $29,000.

III. Motions passed:

(1) (Budget/Finance) That the Commission authorizes Commissioners Chang and Webb to contract with the San Francisco School District on behalf of the Commission for the lease of office space of approximately 900 square feet for $350 per month, after Commissioners Jackson and Morrison have been given a brief opportunity to check again on the availability of free office space, (unanimous);

IV. Treasurer's report:

Income:	$7000	(San Francisco Foundation, Gerbode Foundation)
	80	(from Commissioners)
Expenditures:	$5350	(John Sanger & Associates)
	1400	(Center for Collaborative Problem Solving)
	240	(University of San Francisco)
	69.60	(postage)
Balance:	$20.40	

V. Report from committees:

(Personnel) The Commission received 37 applications for Executive Director. At its April 9 meeting, the committee screened the applicants and chose 10 for interviewing on April 10. On April 20, the committee chose 4 of those 10 to be interviewed by the full Commission (Randy Harrison, Carol Mezey, Deborah Petrie, and Glen Sparrow).

The CETA position has not been filled because of a job freeze caused by administrative and regulation changes.

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SAN FRANCISCO CHARTER COMMISSION

Meeting of 14 August 1979
Minutes

Call to Order: State Building, 350 McAllister Street, Room 1194; 7:00 pm.

Roll Call: Commissioners Cahill, Chan, Chang, Fitch (7:30), Jackson, Jed, Johnson, Mardikian, Morrison (8:05), Schultz, Webb (7:35); Executive Director Sparrow; Assistant Executive Director Medina; Personnel Administration Consultant Rosen; Research Assistants Fraass, Park, Defenbaugh.

Adoption of Minutes of 26 July 1979 Meeting: The minutes were adopted as submitted. ADOPTED 10-0.

Correspondence: The Commission asked that receipt of correspondence from Gilbert Boreman, Clerk of the Board of Supervisors, regarding the proposed transportation commission be acknowledged.

It was moved that acknowledgement and referral of correspondence to appropriate committees be delegated to the Executive Director, with the provision that a brief record of correspondence received be provided to the Commission at Commission Business Meetings. ADOPTED 9-1 (Johnson)

Treasurer's Report: It was moved that the proposed Commission fiscal procedures policy be adopted, as presented by the Treasurer, Commissioner Fitch (see attachment). ADOPTED 10-0.

Assistant Executive Director's Report: Assistant Executive Director Medina announced the following:

1) a public information brochure, containing general information on the Commission and the Commissioners was being prepared;
2) a clipping file was being initiated for charter related news items; and
3) preparations were being made for an open house at the Commission offices, on Wednesday, September 12.

Old Business:

It was moved that the meeting time of the Commission be changed from 7:00 to 7:30 pm (second reading). ADOPTED 10-0.

New Business:

No new business was raised.

Personnel Committee Report:

The Chairman of the Ad Hoc Personnel Committee, Commissioner Morrision, reported the following:

1) two CETA employees, paid by the City of San Francisco through Federal funds were hired;
2) intern, research assistant staffing was completed; two of the interns to be paid from Commission funds and the third from an IPA grant of the United States Office of Personnel Management;
3) an administrative assistant was hired for a five month period, at an annual salary of $16,000;
4) a performance evaluation policy and technique was requested of the Commission by the Executive Director;
5) the Executive Director was offered a teaching position at San Francisco State University.

It was moved that the Executive Director be allowed to accept a teaching position at San Francisco State University. ADOPTED 11-0.

It was moved that the report of the Ad Hoc Personnel Committee be accepted. ADOPTED 11-0.

Approved by the Commission

Rodney Johnson, Secretary
24 August 1979